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ABSTRACT

Guidelines are spelled out for basic preservice education of supportive health workers (Central Service Aides) to perform tasks which involve caring for, preparing, sterilizing, dispensing, and storing materials and equipment and materials within hospitals and/or nursing homes. Such points as student and instructor qualifications, student certificates, allowable credit for experience, teaching methods and materials, and class size are covered, together with time allotments, objectives, and content for a preservice short course. Also included are a sample course outline, 18 references, equipment and supplies, and suggestions on contractual agreements. (LY)

AC006992

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JULY, 1969

GUIDELINES for the training of CENTRAL SERVICE AIDES

AC006992

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
Tallahassee, Florida
FLOYD T. CHRISTIAN, Commissioner

ED039461

GUIDELINES for the training of CENTRAL SERVICE AIDES

DIVISION OF VOCATIONAL,
TECHNICAL, AND ADULT EDUCATION

CARL W. PROEHL, Assistant Commissioner

TECHNICAL and HEALTH
OCCUPATIONS EDUCATION

THOMAS W. STRICKLAND, DIRECTOR

INTRODUCTION

Continued departmentalization and specialization within hospitals and other health agencies today has brought about an immediate need for personnel supportive to professional staff in many areas of health service.

One of the areas in need of supportive health workers is the Central Service department. The primary employers of this type of employee are hospitals and nursing homes.

Because of the variation of job function in employing agencies, the tasks taught in this program are intended to provide basic pre-service preparation only. If additional tasks are required, they should be taught by the employing agency through in-service education.

TABLE OF CONTENTS

Introduction ii

General Statement 1

Definition: Central Service Aide 1

Determination of Need 1

Qualifications of Trainees 2

Selection and Screening of Trainee Applicants 2

Standards for Relation in Course 2

Class Size 2

Facilities Needed 3

Criteria for Use of Nursing Home and Hospital for Experience 3

Evaluation of Programs and Need 3

Instructor Qualifications 4

Student Uniform 4

Notice of Completion 4

Course Description 4

Appendixes:

A. Sample Course Outline 7

B. Suggested Reading Materials 13

C. Contractual Agreement 17

D. Equipment and Supplies 23

GENERAL STATEMENT

This program is based on the belief that the Central Service Aide should be prepared to perform certain tasks in a supportive role of the Supervisor of the Central Service department.

DEFINITION: CENTRAL SERVICE AIDE

The Central Service Aide is an auxiliary worker in the Central Service department of a health agency. A Central Service Aide is a "task trained" person who has been taught through a short term course, to perform tasks which involve care of, preparation, sterilization, dispensing and storage of materials and equipment within hospitals and/or nursing homes.

DETERMINATION OF NEED

A survey of local health agencies will determine the current and prospective need for such workers. The Florida State Employment Service cooperates in the determination of need for specific workers in the health service areas.

QUALIFICATIONS OF TRAINEES

1. Age - at least 18 years of age
2. Sex - male and female
3. Education - 8th grade or equivalency
4. Good physical health as determined by a physician's examination
5. Minimum score on appropriate aptitude test(s)

SELECTION AND SCREENING OF TRAINEE APPLICANTS

Students are to be recruited and selected by the educational institution conducting the program with the cooperation of local health agencies.

STANDARDS FOR RELATION IN COURSE

Students should be informed that failure to perform satisfactorily in both the classroom and clinical area is cause for dismissal and that the judgment of the school is final.

Policies regarding absences as established by the school will be followed.

CLASS SIZE

Enrollment should be limited to a maximum of 15 students per teacher to insure effective instruction and supervision in the clinical area. The students will be under continuous supervision by an instructor working and planning with the Central Service supervisor.

FACILITIES NEEDED

1. Classroom with space for demonstration and laboratory practice, with handwashing facilities.

2. Clinical facility in a nursing home and/or hospital for supervised practice.

3. Clinical facilities should have adequate number of personnel to provide regular services of the department including supervisory staff.

4. Office facility for faculty.

CRITERIA FOR USE OF NURSING HOME AND HOSPITAL FOR EXPERIENCE

1. Licensure by the State Board of Health.

2. Accredited by Joint Commission on Accreditation of Hospitals or accreditation by The National Association of Accreditation of Nursing Homes, Inc., as appropriate, is strongly recommended.

3. Supervisor on duty in charge of service when students are having clinical experience.

4. Appropriate job descriptions for all department personnel.

5. Adequate equipment and facilities available in the clinical facility to meet the objectives of the program.

6. Signed agreement with the participating agency. (See Appendix for suggested agreement form.)

EVALUATION OF PROGRAMS AND NEED

The appropriate agency or agencies shall conduct regular and periodic assessments of the program as well as determine the need for continuation of the program.

INSTRUCTOR QUALIFICATIONS

1. Registered Nurse, currently licensed in Florida.
2. Recent experience in nursing.
3. Valid vocational education teaching certificate.

STUDENT UNIFORM

1. The suggested uniform is the same as that worn by the employees of the health agency in the department.
2. A name pin with the addition of "Central Service Trainee" or other identifying label should be worn with the uniform.

NOTICE OF COMPLETION

The school shall provide the aide with a certificate indicating the number of hours of Central Service Aide instruction and practice in performing tasks related to Central Service employment.

No graduation exercises, insignia, school pin or cap shall be provided.

COURSE DESCRIPTION

I. Time Allotment

Total hours - 180

1. Classroom - 80 hours
2. Clinical learning experience - 100 hours

II. Program Objectives

This course of instruction is designed to help the student in the following ways:

1. To understand the role of the Central Service Aide and its limitation.

2. To gain beginning skill in performing selected tasks listed in the course content.

3. To gain increasing skill in performing these tasks safely, economically and effectively within the Central Service department.

III. Course Content

A. It is suggested that some period of time be devoted to defining the role and relationships of the Central Service department in the health agency and to the roles and relationships of the workers within the department.

B. Because of the nature of the work involved in a Central Service department, safety factors such as measures to follow in the event of fire or disaster should be stressed. Ethical legal and moral responsibilities of Central Service workers should be discussed.

C. Introduction to Medical asepsis

See the sample of a topical course outline in the Appendix.

Suggested list of Tasks

A. General care of supplies and equipment

1. Rubber materials

2. Glassware

3. Metals

B. Sterilization and Disinfection

1. Prevention and control of infection

2. Methods of sterilization and disinfection

C. Preparation of Linen for Use

1. Folding

2. Inspecting

D. Preparation of trays for sterilization

E. Preparation of equipment for reuse

1. Thermometers

2. Instruments

3. Resuscitation and suction machines

F. Dispensing supplies and equipment

Units of weights and measures

G. Effective methods of storage of supplies and equipment

IV. Teaching Methods and Materials

In addition to lecture and discussion, demonstration will be a much used method of teaching; student involvement in return practice is another frequently used method. Discussion of problems encountered in the work-practice situation should be another method. Visual aids should be used to reinforce teacher lectures and demonstrations. When possible, visual aid materials should be made available to students to assist them in their studies.

The student should be provided with a copy of the topics to be covered, tasks to be included under each topic, and any other hand-out materials that would help him.

Student Supplies

Notebook - each student should have a regular three-ring notebook. All hand-outs should be punched ready for use in the notebook.

Textbook - Students may or may not be required to have the manual of the Central Service department (if available). This would be a teacher decision.

A P P E N D I X A

SAMPLE COURSE OUTLINE

CENTRAL SERVICE AIDE

AUGUST 1969

Sarasota County Vocational-Technical School
4748 Beneva Road
Sarasota, Florida 33581

COURSE OUTLINE

CENTRAL SERVICE AIDE

Course Content

I. Introduction (Orientation and Registration)

A. The Central Service Department

1. Functions

2. Purpose

3. Advantages

4. Flow of work

B. Role of the Central Service Aide

1. Responsibilities

2. Moral obligations

3. Hospital Ethics

4. Personal cleanliness

5. Intra-departmental relationship

C. Inter-departmental relationships and communication

D. Related terminology

E. Body mechanics

II. Disinfection

A. Medical and Surgical Asepsis

B. Microbiology as related to Central Service Department

C. Types of disinfectants

1. Physical

2. Chemical

a. uses

b. advantages and disadvantages

III. Preparation of linen for use

1. Inspecting

2. Folding

IV. Preparation of instruments

1. Cleaning

2. Drying

V. Preparation of trays

1. Purpose of each

2. Supplying and wrapping

VI. Sterile solutions

1. Preparation of solutions

2. Commercially prepared solutions

VII. Sterilization

1. Principles and procedures

2. Types of sterilizing

3. Loading and unloading sterilizers

4. Care of the sterilizers

VIII. Safety

IX. Disposable materials

Student References

"Handwashing" American Journal of Nursing
American Nurses Association
June 1963 pp. 75 - 81

"Evaluating Disinfectants" Thompson
American Journal of Nursing
American Nurses Association
January 1962 pp. 82 - 83

"Gas Sterilization" Tyles
American Journal of Nursing
American Nurses Association
November 1960 pp. 1596 - 99

A P P E N D I X B

SUGGESTED READING MATERIALS

CENTRAL SERVICE AIDE

AUGUST 1969

SUGGESTED READING MATERIALS

Becton - Dickenson Lectures on Sterilization, Seton Hall College of Medicine and Dentistry, Seton Hall University, South Orange, N.J.

Hall, Edith D., Surgical Instrument Guide for Nurses, New York, Edward Weck and Company, 1953

Lawrence, C. A. and Block, S., Dininfection, Sterilization and Preservation Principles and Practice, Philadelphia, Lea and Febiger, 1968

Perkins, John J., Principles and Methods of Sterilization, Springfield, Illinois, Thomas Company, 1963

Perkins, John J., Aseptic Technique for Operating Room Personnel, Second Edition, Philadelphia, W. B. Saunders Company, 1964

Sykes, George, Disinfection and Sterilization, Second Edition, Philadelphia, J. B. Lippincott, 1965

Teaching the Operating Room Technician, Association of Operating Room Nurses, Inc.

Articles

Brown and Prickett, "Processing of Surgical Instruments," The Journal of Hospital Research 2:2, July 1964

Kretz, A. P., "High Vacuum Sterilization," AORN Journal 2:3, May-June 1964

Spaulding, Earle, "Chemical Disinfection in the Hospital," Journal of Hospital Research 3:1, January 1965

Tyler, V. R., "Gas Sterilization," American Journal of Nursing 60:11, November 1960

Free Materials

1. AMSCO - American Sterilizer Company, Erie, Pennsylvania
   "Sterilization Aids"
   "Tips for Improving your Sterilizing Techniques"
   "Guides to Processing Techniques of Medical Equipment and Supplies"

2. Arbrook, Somerville, New Jersey
"Programmed Instruction in Asepsis"

3. One Free Copy - Each additional charged as per item
a. Division of Hospital and Medical Facilities
Public Health Service
U. S. Department of Health, Education and Welfare
Washington, D.C. 20201
"Infection Control," Volume I - Public Health Service
Publication No. 930-C-15 $.45
*"A Manual for Hospital Central Medical and Surgical Supply Services $.70

b. Edward Weck and Company, Inc.
49 - 33 Thirty-first Place
Long Island City, New York 11101
"Surgical Instrument Sheets - Common to Operating Room
and Central Service Trays"

*May be purchased as Text by students.

A P P E N D I X C

CONTRACTUAL AGREEMENT

CENTRAL SERVICE AIDE

AUGUST 1969

17/18

Information Relative to an Agreement Between

The Sponsoring Agency of a Health Occupations Education Program

And

The Administration of the Health Agency

for the Use of Clinical Resources

It is essential that the sponsoring agency of the Health Occupations Education Program and the health agency(s) have a written agreement which includes specific policies for regulating the use of clinical resources for the program.

The purpose of establishing a working arrangement with the hospital or any other health agency is to secure for the students continuing learning experiences and practice through application of knowledge and principles in actual patient-centered situations.

The agreement should be written through the joint preparation of the local administration of the sponsoring agency and the authorities of the health agency. There shall be a <u>separate</u> agreement with <u>each</u> agency used for the purpose of providing clinical experiences for students.

The agreement shall define the total plan for the use of clinical resources for the education of the health occupations student.

A copy of the statement of agreement(s) must be sent to the State Office of the Vocational, Technical and Adult Education Division, Technical and Health Occupations Education Section, and a copy of the agreement kept on file by each of the involved agencies.

The following list suggests the main topics to be included in the agreement:

1. The nature and scope of the responsibilities of the sponsoring educational agency and all cooperating clinical resource agencies in the total educational program for the health occupations student.

2. A written plan of organization to show:

   a. The place of organization within the sponsoring agency.
   b. Lines of authority and responsibility.
   c. Relationships to any and all cooperating agencies.

3. Approval of education program teacher(s) by the clinical resource agency <u>before employment</u>.

4. Responsibility of the faculty of the education program for directing the total educational program, and for maintaining cooperative relationships with personnel in the clinical resource agency.

5. The maximum number of students to be assigned to a specified area in the clinical resource agency at one time.

6. The nature, range, and time allotments of student assignments to units within the clinical resource agency.

7. The extent to which the clinical resource agency and/or sponsoring agency(s) will assist in the maintenance of the health care of the student if illness should occur during the program.

8. Arrangements for benefits, if any, for each student during clinical practice at the clinical resource agency.

9. Understanding regarding securing of equipment and supplies needed for the instructional program.

10. Understanding regarding the student uniform.

11. Understanding regarding the level of performance of the health occupations student within the patient areas of the clinical resource agency.

12. Understanding concerning the responsibility for evaluating student behavior and educational progress.

13. Understandings and specifications concerning the types, uses, and availability of essential records and reports to be used in the program and in the clinical resource agency and/or Administrative Agency(s).

14. Provision for classroom instruction and clinical supervision, including understandings about the use of the hospital library, appropriate equipment, and other facilities required for the program.

15. Agreement that standards established by the State Department of Education will be maintained at all times.

16. It is expected that each working agreement will be designed to meet the particular needs of individual programs. The attached <u>SAMPLE COPY</u> is to be used only as a guide.

SUGGESTED

AGREEMENT FOR LEARNING

EXPERIENCES IN A HEALTH AGENCY

(To be appropriately modified if program is conducted under provisions of Manpower Development and Training Act.)

The Brady Area Vocational-Technical School of Surry, Florida is conducting a Central Service Aide training program 6 weeks in length.

The Surry Community Hospital (health agency) agrees to permit the use of their facilities for trainee experience under the supervision of a qualified instructor employed to teach the course.

The experience in the hospital agency shall consist of approximately 180 hours scheduled during the course by the instructor and in cooperation with the Health Agency personnel in charge. The instructor shall select assignments in accordance with the functions taught in the course.

The maximum number of trainees in a single class will be 15. The number of classes trained will be determined by the local need. (Attach separate sheet for additional conditions.)

The undersigned approves the cooperative plan of training as outlined herein for Central Service Aide between the Brady Vocational-Technical School and the Surry (health agency) at Surry, Florida.

August 25, 1969
Date

James T. Brown
Administrator of Hospital

Robert S. Tully
Director, Vocational Education

S. S. Thomas
Chairman of School Board

SDE/August 1969

A P P E N D I X D

EQUIPMENT AND SUPPLIES

CENTRAL SERVICE AIDE

AUGUST 1969

SUGGESTED EQUIPMENT FOR

CENTRAL SERVICE AIDE PROGRAM

Classroom Equipment

It is suggested that large tables and individual chairs be considered for this classroom since the tables could then double for work space when preparing trays, folding linen, etc.

A chalk board, bulletin board and a sink with water supply are essentials for the classroom. It is recommended that if a nursing or nursing related program laboratory is available, that through careful scheduling both groups may utilize the same laboratory facility. A general classroom would then need to be provided.

Articles for classroom and/or laboratory (Estimate for 10-12 students)

3 tables
10-12 single chairs
6 large trays
6 small trays
Assorted linen (towels, wraps, etc.)
Paper towel dispenser
3 large basins
6 small basins
6 medicine cups
*Limited number of instruments - use clinical facility instruments while in clinical area.
*Teachers choice.

Disposable items

Paper towels
Soap
Tongue depressers
Applicators, Cotton tipped
Square gauze
Variety of disposable syringes
Variety of disposable treatment trays
Variety of disposable patient (personal) items

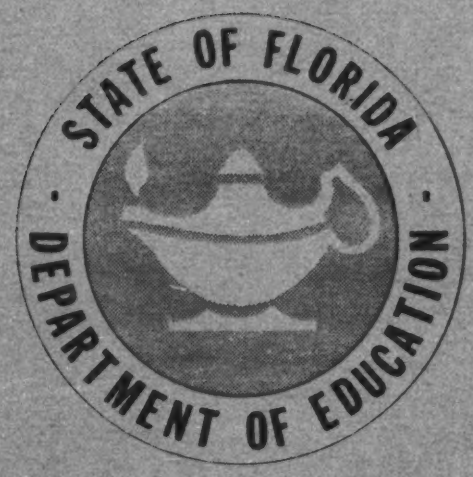
Audio-Visual Materials

Overhead projector
8mm movie projector
Movie screen

ERIC Clearinghouse

JUN 6 1970

on Adult Education



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